

**MINUTES OF A PUBLIC MEETING
OF THE CITY OF BUNKER HILL VILLAGE
PLANNING AND ZONING COMMISSION
TUESDAY, OCTOBER 25, 2022, AT 11:30 A.M.**

I. CALL TO ORDER

Chairman Catherine Wile called the Planning and Zoning Commission Meeting to order at 11:30 a.m. based on a quorum of members present:

Present:

Catherine Wile, Chairman
Bill Going, Vice-Chairman
John Gillette, Commissioner
Billy Murphy, Commissioner
Paul Reinbolt, Commissioner *via Zoom*

Absent:

Monica Muschalik, Commissioner
Jack Christiansen, Commissioner

Also in Attendance:

Karen Glynn, City Administrator/ Acting City Secretary
Steve Smith, Public Works Director/ Building Official
Loren Smith, City Attorney
Jennifer Namie, Assistant to the City Secretary
Mallory Pack, Assistant to the City Administrator

II. PUBLIC COMMENTS

There were no public comments.

III. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 409 BUNKER HILL ROAD – *Steve Smith, Director of Public Works/ Building Official*

Steve Smith, Director of Public Works/ Building Official, presented the items:

A Preliminary Plat for 409 Bunker Hill Road was presented to the Commission on September 27, 2022. The Commission recommended that the platting process move forward to the next step with the submission of a Final Plat.

In review of the process, plans for construction of a new home at 409 Bunker Hill Road were submitted for review. During the plan review, it was found that no final plat was ever recorded with Harris County. The property did not qualify for a short form final plat as the property is not within an existing public street circulation. Jack Lane is considered a private street; however, the street addressing for properties along Jack Lane are set as Bunker Hill Road.

City Staff and the City platting consultant reviewed the Final Plat and found the plat meets all requirements of the City's Ordinances. City Staff recommended that the Planning and Zoning Commission recommend approval to Council of the Final Plat for the property.

A motion was made by Commissioner Bill Going and seconded by Commissioner John Gillette to approve a final plat at 409 Bunker Hill Road.

The motion carried 5 – 0

IV. CONSIDERATION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE A FINAL PLAT FOR 11718 WOOD LANE TO JOIN 11718 WOOD LANE AND 5 POWDERHORN SUBJECT TO THE ABANDONMENT OF A 30 FOOT RIGHT OF WAY & ACCESS EASEMENT - *Steve Smith, Director of Public Works/ Building Official*

A Preliminary Plat for this property was presented to the Commission on September 27, 2022. The Commission recommended that the platting process move forward to the next step with the submission of a Final Plat which would be subject to the abandonment of a 30 foot right of way and access easement.

The City received a request to plat 11718 Wood Lane and 5 Powderhorn Street as one residential lot that fronts Wood Lane. The address for the property would be 11718 Wood Lane. City Staff and the City's consultant met with the property representatives for the required planning meeting.

An existing roadway easement, described as a 30 foot Right-of-Way Easement, is located between the two existing lots. The City Right-of-Way has never been used for roadway purposes. This easement will need to be abandoned by City Council in order for the lots to be combined. The utility easement will remain for existing utilities which include a water line, wastewater line and storm sewer/drainage.

Predevelopment meetings have indicated that the main house will be planned for the existing 11718 Wood Lane lot and accessory structures are planned for the 5 Powderhorn Street lot. Staff shared that no structures are to be located on the remaining easements.

Staff, as well as the City's platting consultant, reviewed the final plat and found the plat meets all requirements of the City's Ordinances once the right-of-way is abandoned.

Staff will work through the timing of the right-of-way abandonment and platting process. An existing driveway on 6 Powderhorn that provides access to 5 Powderhorn will need to be removed and the property restored before the abandonment is recorded.

City Staff recommended that the Planning and Zoning Commission recommend approval to Council of the Final Plat subject to the abandonment of the 30 foot Right of Way and Easement.

A motion was made by Commissioner John Gillette and seconded by Commissioner Bill Going to approve a final plat to combine 11718 Wood Lane and 5 Powderhorn Street subject to the abandonment of City Right-of-Way as drafted.

The motion carried 5 – 0

V. CONSIDERATION AND POSSIBLE ACTION REGARDING APPROVAL OF THE MINUTES FOR THE September 27, 2022 MEETING

A motion was made by Commissioner John Gillette and seconded by Commissioner William Murphy to approve the minutes for the September 27, 2022 meeting.

The motion carried 5 – 0

VI. UPDATE ON ACTIVITIES - *Karen Glynn, City Administrator*

A. Update on Events and Projects - Karen Glynn reported that there are many projects underway in the City:

- The City's detention is underway as well as landscaping and restoration of site work. Water Well No. 5 and associated transmission line are nearing completion.
- The Chapel Belle Reconstruction project has been successful and is substantially complete. Work continues to complete the punch list items. There was additional work incorporated by change order including: Tamerlaine Pavement, Eaton Court Drainage and the sidewalk on Memorial at Briar Forest.
- Construction of the new Public Works and Disaster Operations Building is underway.
- The fence approved for Paratus Memorial has been permitted and is under construction.
- Karen Glynn reminded the Commission on the date for the next meeting, Tuesday, December 13, 2022, if needed.

VII. ADJOURN

A motion was made by Chairman Catherine Wile and seconded by Commissioner John Gillette to adjourn the meeting at 12:20 p.m.

The motion carried 5 – 0.

Approved and accepted on January 24, 2023

Catherine Wile, Chairman
Planning and Zoning Commission

ATTEST:

Karen H. Glynn, Acting City Secretary